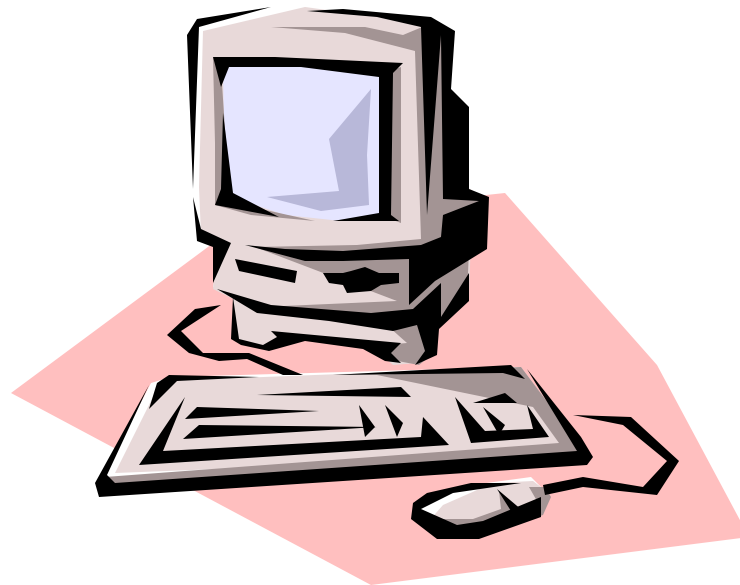




United States Department of Agriculture

FLEET PCMS TRAINING GUIDE



JUNE 2000

Table of Contents

| | <u>Page</u> |
|---|--------------|
| SECTION I. INTRODUCTION..... | I-1 |
| LOGGING ON/OFF PCMS..... | I-1 |
| PCMS MAIN MENU | I-1 |
| <i>Fleet Card Main Menu Option</i> | <i>I-2</i> |
| <i>Change Password.....</i> | <i>I-2</i> |
| COMMAND BAR..... | I-3 |
| <i>Using the Wildcard (%) With the [Find] Function.....</i> | <i>I-3</i> |
| SECTION II. FLEET CARD SETUP & MAINTENANCE..... | II-1 |
| FLEET CARD SETUP..... | II-1 |
| <i>Querying Fleet Card Records.....</i> | <i>II-2</i> |
| <i>Populating the LFPC Information</i> | <i>II-3</i> |
| <i>Updating a New LFPC in Fleet Card Setup.....</i> | <i>II-3</i> |
| <i>Requesting a New Fleet Card.....</i> | <i>II-3</i> |
| <i>Copying a New Fleet Card Record</i> | <i>II-3</i> |
| <i>Modifying a Fleet Card Record.....</i> | <i>II-4</i> |
| Record Changes That Cause a New Card to be Issued..... | II-4 |
| Record Changes that Update PCMS Only | II-4 |
| Replacement Cards | II-5 |
| Delete a Card | II-5 |
| <i>Lost/Stolen Cards.....</i> | <i>II-5</i> |
| UPDATE LFPC..... | II-6 |
| <i>Updating an Existing LFPC.....</i> | <i>II-7</i> |
| <i>Updating a New LFPC.....</i> | <i>II-7</i> |
| TRANSFER EQUIPMENT..... | II-7 |
| <i>Querying Equipment.....</i> | <i>II-8</i> |
| <i>Rules for Transferring Equipment.....</i> | <i>II-8</i> |
| <i>To Transfer an Equipment Record.....</i> | <i>II-9</i> |
| PROFILE ACCOUNTING..... | II-9 |
| <i>Querying Records.....</i> | <i>II-10</i> |
| <i>Updating Records.....</i> | <i>II-10</i> |
| FLEET TRANSACTIONS | II-11 |
| <i>Query Transactions.....</i> | <i>II-12</i> |
| <i>Viewing Transaction Details.....</i> | <i>II-12</i> |
| <i>Dispute Transactions.....</i> | <i>II-13</i> |
| SECTION III. OVERSIGHT TOOLS..... | III-1 |
| USER MESSAGES..... | III-1 |
| <i>Querying Messages.....</i> | <i>III-1</i> |
| <i>Reading Messages.....</i> | <i>III-2</i> |
| ALERTS..... | III-2 |
| STATISTICAL SAMPLING..... | III-3 |

SECTION I. INTRODUCTION

LOGGING ON/OFF PCMS

To access PCMS,

1. Double-click on the **PCMSv4 Prod** icon located on your desktop.

Or

From your desktop, click on **Start>Programs>Purchase Card Management System Ver 4.0>PCMS Prod**.

2. The WARNING popup window appears. Read the message and press **[OK]**.
3. The Logon popup window appears.

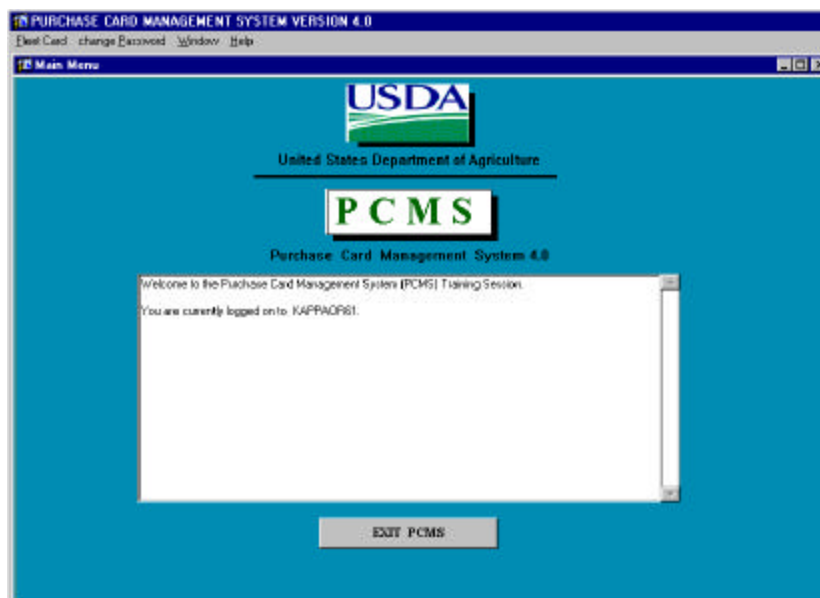
Enter your **USERNAME** and **PASSWORD** and press **[Logon]**. Use your **mouse** or press **[Tab]** to move between fields.

After you successfully log on, the PCMS Main Menu for the Fleet Card appears.

To exit PCMS, press **[Exit PCMS]** from the Main Menu.

PCMS MAIN MENU

After logging onto PCMS, the PCMS Main Menu appears:



The bulletin board, located in the center of the main menu screen, provides up-to-date news about PCMS (e.g., notifications of system downtime, location of new system documentation of USDA's web site).

The Departmental Fleet Program Coordinator (DFPC) is responsible for the posting of all messages to the bulletin board.

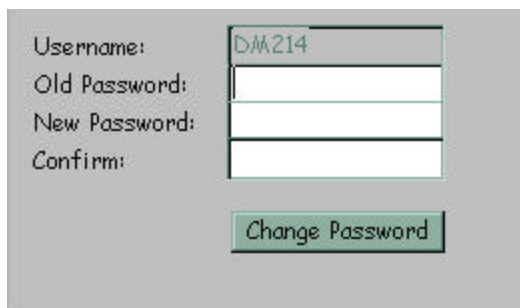
Fleet Card Main Menu Option

This option provides multiple sub-options allowing you to establish, modify, delete, or replace a fleet credit card, update data on the Local Fleet Program Coordinator (LFPC), transfer equipment, update profile accounting on the fleet credit card account, dispute fleet transactions, and review user messages pertaining to alerts and statistical sampling. Refer to the *Fleet Card* section for complete details in using all sub-options listed under Fleet Card.

Change Password

This option allows you to change your system password.

From the PCMS Main Menu, select **Change Password** from the menu bar at the top of the screen. The following popup widow appears:

A screenshot of a 'Change Password' dialog box. It has a light gray background. On the left, there are four labels: 'Username:', 'Old Password:', 'New Password:', and 'Confirm:'. To the right of these labels are four text input fields. The first field, for 'Username:', contains the text 'DM214'. The other three fields are empty. Below the input fields is a green button with the text 'Change Password' in black.

Your assigned username is displayed. Type your old password and then your new one.

The following are the requirements for the password:

- ◆ A password is 6 - 20 alphanumeric positions
- ◆ Must start with an alpha character
- ◆ Cannot contain spaces
- ◆ Must be different by at least 1 character from the previous password (e.g., mayday1, mayday2)

Type the new password once again to confirm you've entered it correctly. Note that the passwords will appear as asterisks. Press [**Change Password**]. Your new password will be in effect the next time you log on to PCMS.

Contact your DFPC/AFHC to reset your password if either of the following situations occur:

- ◆ The 90 days has expired and you didn't change your password
- ◆ Entered your username and password three times unsuccessfully causing your username and password to lock. NFC has to unlock.
- ◆ Receive message that username and/or password are invalid (see note)

NOTE: Unfortunately, the system currently gives you the same message (“Please enter a valid userid/password.”) whether your password has expired, the system is down, or you’ve logged in incorrectly.

COMMAND BAR

The command bar displays a row of command buttons that are used to initiate or confirm actions in PCMS. In PCMS these command buttons are located at the top of each screen.

Below is a description of each command button on the command bar.

| Command | Description |
|------------|--|
| Save | Enters into the database all changes made to a record. |
| Print | Writes the current window to a file and asks if you want to print it. |
| Clear Form | Clears and deletes all data in the form. |
| Find | Activates a search. Press once to initiate the query mode. This allows you to enter a specific value (e.g., tag/equipment number) for a search. Press a second time to activate the search. NOTE: Some screens, upon initial opening, either activate a search based on the LFPC logon id or are already in the initial query mode and you just need to enter the data to be queried on and press [Find]. |
| Insert | Inserts a new record after the current record; retaining the LFPC information. |
| Remove | In the Fleet Card Setup screen, [Remove] deletes the retrieved record from the database that <u>has not</u> been sent to the bank. Records are not permanently deleted until you save your changes to the database. Also, it will remove a line of accounting in the Profile Accounting screen. |
| Clear Rec | Removes the current record from the current block, reversing any unsaved (i.e., uncommitted) changes made to that record. A cleared record is not deleted from the database. |
| Edit | Displays the Editor popup window, allowing you to edit a field. |
| List | Displays a list popup window for selecting valid field entries. |
| Help | Should display a brief message about the current field but this button is currently inactive. |

Using the Wildcard (%) With the [Find] Function

If you are not sure of the value (e.g., name, tag/equipment number), you search for it using the wildcard (%) with the [Find] function. The [Find] function allows you to search for a specific value by entering a partial value in the field along with a wildcard (e.g., searching on the TAG/EQUIPMENT NUMBER field, you could query with the wildcard three different ways: %T576, AT57%, %T57%). The screen will populate with all records matching your search criteria along with an active scroll bar allowing you to scroll through the records until you find the correct record.

SECTION II. FLEET CARD SETUP & MAINTENANCE

FLEET CARD SETUP

Use the Fleet Card Setup sub-option under Fleet Card to initiate a request for a fleet card from the bank or to update an exiting record.

When you select the Fleet Card Setup sub-option under Fleet Card, the Fleet Card Setup screen appears.

Purchase Card Management System - [Fleet Card Setup]

Menu: Action Edit Block Field Record Query Fleet Window Help

Buttons: Save Print Clear Form Find Insert Remove Clear Rec Copy Rec List Help

LFPC User Id: NFPC01 First Name: FLEETUSER Middle Initial: A Last Name: RAKICH
 LFPC Agency: 11 LFPC Region: 01 LFPC Unit: 02 LFPC Sub Unit: ☐ Delete Card ☐ Replace Card

Last Action Requested: A Tag/Equipment Number: A142590 Card Expire: 11-01-2000
 Program Code: 448687 Dept: 12 Agency: 11 Region: 01 Unit: 02 Sub Unit: 00041

CARD INFO

Type of Plastic: S Type of Card: V Type of Equip: V
 Emboss In Spanish: N Lost/Stolen Counter: ☐ Replaced Counter: ☐
 Comments:

Sent to Bank: 12-03-1998 Returned From Bank: 08-02-1999 Voyager/Aviation #: 86990179300112 Bank Number: 4486870000071259
 LFPC Action Code: ☐ LFPC Change Sent on: LFPC Change Returned on: Vehicle Pin #: 101291

| Profile Accounting | | Agency | Station | Accounting Code | Distribution Percent | Total Percent |
|--------------------|--|--------|---------|-----------------|----------------------|---------------|
| | | 11 | 0102 | 901602 | 100 | 100 |
| | | | | | | |
| | | | | | | |

LFPC's User Id
Record: 1/?

Windows taskbar: Start, 8:00 AM

The setup/maintenance information is contained in the center of the Fleet Card Maintenance screen, beginning with Card Information. As you enter the setup/maintenance data, the screen automatically moves from one section to another, beginning with the Card Information section, followed by the Equipment Information section, the Limit Information section, and the Driver Information section (refer to screen sections shown below). Use the dropdown menu in the upper left of this area of the screen to move more easily between each section when you need to update.

| CARD INFO | | |
|--------------------|--------------------------------|----------------------|
| Type of Plastic: | <input type="text" value="S"/> | Type of Card: |
| Emboss In Spanish: | <input type="text" value="N"/> | Lost/Stolen Counter: |
| Comments: | | Replaced Counter: |

| EQUIP INFO | | |
|-----------------|--------------------------------|---------------------|
| Fuel & Maint: | <input type="text" value="Y"/> | Odometer Indicator: |
| Equipment City: | <input type="text"/> | Class Code: |
| Vehicle Make: | <input type="text"/> | Equipment State: |
| Model Year: | <input type="text"/> | Equipment Zip: |
| | | Zip Ext: |

| LIMIT INFO | | |
|------------------------|---------------------------------------|-------------------------|
| Cost/Fuel Trans Limit: | <input type="text" value="999.99"/> | Daily Trans Limit: |
| Price/Gallon Limit: | <input type="text" value="\$999.99"/> | Cost/Maint Trans Limit: |
| | | Gallons/Trans Limit: |

| DRIVER INFO | | |
|----------------|----------------------|---------------|
| Driver Number: | <input type="text"/> | First Name: |
| Address LN 1: | <input type="text"/> | M. I.: |
| City: | <input type="text"/> | Last Name: |
| State: | <input type="text"/> | Address LN 2: |
| Zip: | <input type="text"/> | Office Phone: |

NOTE: In Address LN1, enter the Driver's Department/Agency name. In Address LN2, enter Driver's address information.

Querying Fleet Card Records

- ◆ To query all fleet card records attached to the AFPC/LFPC user id you used to log into PCMS, press **[Find]** twice. After the screen populates, use the scroll bar to the left to view each record.
- ◆ To query for fleet card records under a specific LFPC:
 1. Query the **LFPC**.
 2. Press **[Find]**.
 3. After the screen populates, use the scroll bar to the left to view each record.
- ◆ To query for a specific fleet card record, enter the **TAG/EQUIPMENT NUMBER** for the record. Use the steps below:
 1. Press **[Find]**.
 2. Enter the **TAG/EQUIPMENT NUMBER** and press **[Find]**.

Populating the LFPC Information

Two ways to populate the LFPC:

1. Place the cursor in the **LFPC USER ID** field and press the **[List]** button. Select the appropriate user id to populate the LFPC Id and name fields.
2. Type the **LFPC User Id**. When you either press **[Tab]** or click on the TAG/EQUIPMENT NUMBER field, all the LFPC information will populate.

Updating a New LFPC in Fleet Card Setup

When you query on the new LFPC user id to add an equipment record, the system will alert you to update the LFPC information. Press **[OK]** on the alert message and the Update LFPC screen will appear. After entering all appropriate LFPC information, press **[Save]**, then **Action>Exit** to return to CAMS. Continue with adding the new equipment record. Refer to *Update LFPC* later in this section for details on entering all required information and modifying LFPC PCMS information.

NOTE: You can update the LFPC information before assigning any equipment in the Fleet Card Setup screen by selecting the Update LFPC sub-option under Fleet Card.

Requesting a New Fleet Card

1. Place your cursor in the LFPC USER ID field and press **[List]**. Select an LFPC from the list of values to assign to this record.
2. Enter the new **Tag/Equipment Number** and all other appropriate data (e.g., hierarchy, card info, equipment info, driver info, limit info) for this piece of equipment.
3. Enter the appropriate profile accounting for the fleet card. The accounting code will be validated as you tab from the ACCOUNTING CODE field to the DISTRIBUTION PERCENT field. Refer to *Profile Accounting* later in this section for additional details on entering data.
4. Press **[Save]**.

NOTE: If you create a record then realize you should not have created it, as long as the record has not gone to the bank (SENT TO BANK field is null), press **[Remove]**, then **[Save]**. The record is removed.

Copying a New Fleet Card Record

When you have several new fleet cards to set up in PCMS that have similar information, proceed with the following steps:

1. Enter the first record and press **[Save]**.
2. Press **[Copy Rec]**.
3. Change the **TAG/EQUIPMENT NUMBER** to the next record you need to add (tag/equipment numbers cannot be duplicated). Also, change any other information that is necessary (e.g., EQUIPMENT CITY, EQUIPMENT STATE, TYPE OF CARD, TYPE OF EQUIPMENT, etc.).
4. Press **[Save]**.
5. Repeat steps 2 through 4 as necessary.

Modifying a Fleet Card Record

Most of the fields in the Fleet Card Setup screen can be modified. New cards will only be issued when information in the magnetic strip or information embossed upon the card changes. Updates to Profile Accounting cannot be done through Fleet Card Setup but must be completed through the Profile Accounting sub-option under Fleet Card.

To modify a fleet card account:

1. Query a fleet card record (refer to *Querying Fleet Card Records* above);
2. If SENT TO BANK and RETURN FM BANK dates are null for the selected record, make changes to the appropriate information; and
3. Press **[Save]**.

Record Changes That Cause a New Card to be Issued

New cards will only be issued when information in the magnetic strip or information embossed upon the card changes. Updating any of the fields below will change the LAST ACTION REQUESTED field to “M(odify)” and send the record to the bank.

| | |
|-------------------|-----------------------|
| TYPE OF PLASTIC | DRIVER MIDDLE INITIAL |
| TYPE OF EQUIPMENT | DRIVER LAST NAME |
| EMBOSS IN SPANISH | DRIVER ADDRESS LN1 |
| FUEL & MAINT | DRIVER ADDRESS LN2 |
| ODOMETER | DRIVER CITY |
| DRIVER NUMBER | DRIVER STATE |
| DRIVER FIRST NAME | DRIVER ZIP |

Record Changes that Update PCMS Only

The action code U(pdate PCMS Only) will indicate that the update is only for PCMS and that the modified record will not be sent to the bank. This action code is attached to the following fields when modified:

| | |
|---------------------------------|--|
| EQUIPMENT CITY | GALLONS PER TRANSACTION LIMIT |
| EQUIPMENT STATE | MAINTENANCE COST PER TRANSACTION LIMIT |
| EQUIPMENT ZIP | COMMENTS |
| EQUIPMENT ZIP EXTENSION | Profile Accounting: |
| EQUIPMENT CLASS CODE | AGENCY |
| VEHICLE MAKE/MODEL/YEAR | STATION |
| FUEL COST PER TRANSACTION LIMIT | ACCOUNTING CODE |
| PRICE PER GALLON LIMIT | DISTRIBUTION PERCENT |

KEEP IN MIND THAT IF UPDATES TO A RECORD ARE BOTH PCMS ONLY AND FOR THE BANK, ENTER UPDATES FOR PCMS ONLY FIRST. Press **[Save]**. Then, enter whatever changes to the record (i.e., T(ransfer of Equipment), R(eplace)) that will be sent to the bank. The “U” in LAST ACTION CODE will be updated to the next action you make against the record.

When the LAST ACTION CODE is updated with U, the current system date will be entered in the SENT TO BANK and RETURNED FM BANK fields. This allows for additional changes to be made to a record in the same day.

NOTE: Modified records that go to the bank (only those changes listed in *Record Changes That Cause a New Card to be Issued* above) and PCMS Only updates (except for updating Profile Accounting) can be

completed in one action. Query the record in Fleet Card Setup, make all changes applicable, and then press [Save]. The LAST ACTION CODE will be “M”. This process does not work for updating profile accounting because you access the Profile Accounting screen to make the update.

Replacement Cards

When a card has been damaged, click on the box to the left of **REPLACE CARD** and press [Save]. The record sent to the bank will contain an action code of “R” and **the information will be an exact duplicate of the old record** (account number, hierarchy, tag/equipment number, limits, etc.). The system will not allow any modifications to records, other than comments, where the LAST ACTION REQUESTED is an “R”.

If you realize that there are modifications you also need to make to this record (modifications that cause a new card to be issued — refer to *Updates That Cause a New Card to be Issued* above) and the SENT TO BANK field is still null, click in the box to the left of **REPLACE CARD** to unmark it for replacement. You will get a message inquiring if you want to replace or modify the record. Press the [Modify] button. Make your modifications and press [Save].

NOTE: If you mark and save this card as a replacement and realize, before the record is sent to the bank, that you don’t need to replace the card, uncheck the REPLACEMENT box and modify the cents portion of an amount field in the Limit Info section to .98 (e.g., 999.99 becomes 999.98). Press [Save]. The LAST ACTION REQUESTED will be updated to “U”. Currently there is no way to back out of a replacement and the above process is a work around.

NOTE: Keep in mind that if the update that needs to be made to the record “Updates PCMS Only,” you will need to complete the update, press [Save] and then click on REPLACE CARD and press [Save] again so that the record will go to the bank and you will receive a replacement card (refer to *Updating PCMS Only* below). This process will allow you to perform both actions in the same day.

Delete a Card

When a piece of equipment has been taken out of service, click on the box to the left of **DELETE CARD** and press [Save]. The record sent to the bank will contain an action code of “D” and **the information will be an exact duplicate of the old record** (account number, hierarchy, tag/equipment number, limits, etc.). The system will not allow any modifications to records, other than comments, where the LAST ACTION REQUESTED is a “D”.

NOTE: If a card is deleted, the tag/equipment number cannot be reused. Be sure you want to delete the record.

NOTE: If you mark and save this card as a delete and realize, before the record is sent to the bank, that you don’t need to delete the card, uncheck the DELETE box and modify the cents portion of an amount field in the Limit Info section to .98 (e.g., 999.99 becomes 999.98). Press [Save]. The LAST ACTION REQUESTED will be updated to “U”. Currently there is no way to back out of a delete and the above process is a work around.

Lost/Stolen Cards

The fleet card user should notify their LFPC and the vendor (Voyager) immediately of any lost or stolen fleet credit cards. The number for the vendor is on the back of the fleet card. The LFPC should annotate lost/stolen information in the COMMENTS field of the Card Info section of the Fleet Card Setup screen related to the card.

Once the bank has set up a new account for this piece of equipment, a new PCMS record, retaining the existing TAG/EQUIPMENT NUMBER, with a LAST ACTION REQUESTED of “A”, is established by NFC in FAMS. The “Date of Notification” is the date entered in the SENT TO BANK and RETURNED FM BANK fields. Notice the updates to the VOYAGER/AVIATION # and the LOST/STOLEN COUNTER fields.

After the new account has been established, NFC will update the LAST ACTION REQUESTED to “D” in the old record and enter the “Date of Notification” as the SENT TO BANK and RETURNED FM BANK dates. The COMMENTS field will also be populated with the name of the person who called in the lost/stolen card along with the date it was called in.

When the LFPC queries up the fleet card record on the Fleet Card Setup screen, both the new and old record will be available. Use the scroll bar to the left of the screen to view both records.

Using the Fleet Transactions screen, the LFPC can view all transactions associated with a particular piece of equipment with each transaction appropriately identified to the specific Voyager/Aviation number that was valid at the time the transaction took place.

UPDATE LFPC

Updates to LFPC information must be accomplished through this sub-option. When you select the Update LFPC sub-option under Fleet Card, the LFPC Maintenance screen appears. NOTE: When updating the LFPC name, office fax number, or office phone number, contact the appropriate individual to also update this information in the System Access Management System (SAMS).

Purchase Card Management System - [Update LFPC]

07-FEB-2000

LFPC User

| | | | | | | | |
|-----------------------|-------------------|------------------|----|-----------------------|---------------------------|----------|--|
| User ID | NFC03 | Region | 01 | Unit | 04 | Sub Unit | |
| First Name | FLEETUSER | Middle Initial | | Last Name | CREWS | | |
| Office Address Line 1 | 123 BURBON STREET | | | Office Address Line 2 | | | |
| Office City | NEW ORLEANS | Office State | LA | Office Zip | 70122 | | |
| Office Phone | 504-255-5230 | Office Fax Phone | | Office Email | www.helpmeplease@usda.gov | | |

Enter value for User
Record: 3/?

Querying Equipment

Use one of the following methods to either query equipment by LFPC or by a specific group.

1. Query equipment under a specific LFPC in one of the following ways:
 - a. When you first enter the Transfer Equipment screen, press **[Find]** to retrieve all equipment records for the LFPC user id currently used to log into PCMS.
 - b. Type in the **LFPC** user id or LFPC **last name** (in the appropriate fields) and press **[Find]**. All equipment assigned to that LFPC is listed.
 - c. Place the cursor in the **LFPC** field, press the **[List]** button, and select the appropriate LFPC to populate the LFPC id and name fields and list all assigned equipment. NOTE: Only the AFPC will have an active [List] button.
2. To query a specific piece of equipment or type of equipment records under a specific LFPC, you must first query up the LFPC. Then place the cursor in the equipment section. Press **[Find]**. All fields in the Equipment section will clear. You can query on any field. Enter the data to be queried and press **[Find]**. If you want to query another field, press **[Find]** again to clear the fields and repeat the process.
3. To query for a specific equipment group, enter data into one or all of the REGION, UNIT, and/or SUB UNIT fields at the top of your screen and press **[Find]**. The LFPC information and Equipment Section will be populated.
4. If you have already queried and need to query under another LFPC User Id, press **[Clear Form]**, press **[Find]** and enter the LFPC you want to query on, then press **[Find]**.

Rules for Transferring Equipment

When transferring equipment, the AFHC/AFPC/LFPC must be aware that the LFPC and the equipment record can have a different hierarchy/security access code (SAC) as it is possible for either of these to be changed by the AFHC/AFPC/LFPC depending upon the transfer desired. The equipment record SAC and accounting record SAC are always the same. However, the accounting strip can be different than the accounting record SAC. Apply the following rules when transferring:

1. The AFPC/LFPC can only transfer equipment that is within his/her SAC (security access control) scope of authority. Meaning that:
 - a. If the AFPC's SAC stops at the region level, then he/she can transfer equipment to any unit or sub unit within the region.
 - b. If the LFPC's SAC stops at the unit level, then he/she can transfer equipment to any sub-unit within the unit.
 - c. If the AFHC's SAC stops at the dept or agency level, then he/she can transfer equipment to any unit or sub-unit within the dept or agency respectively.
2. A transfer is when the fleet equipment is moved to a new LFPC, new unit, or sub-unit. In addition to one of these moves, the equipment's physical location and accounting code may also be changed.
3. If a transfer is taking place because the LFPC is being replaced, click the **[Replacement]** box and enter the user id of the LFPC that the equipment is being transferred to. All of the equipment records will automatically be marked for transfer when the [Replacement] box is marked.

IMPORTANT: When a Replacement transfer is made, the new LFPC's address must be entered in Update LFPC before any of the transferred records will be sent to the bank.

4. If the equipment's physical location is changed, you must enter an entire location change (i.e., CITY, STATE, ZIP).
5. If the equipment's profile accounting is changed, you must enter a value in the AGENCY, ACCOUNTING CODE, and DISTRIBUTION PERCENT fields.
6. Equipment records that do not have RETURN FM BANK dates cannot be transferred and the system will issue an alert. The alert can be read in User Messages. When the RETURN FM BANK date is populated, the equipment record can then be queried and transferred.

NOTE: If you need to change the accounting on a piece of equipment before it is transferred, you must first query the piece of equipment in the Profile Accounting screen, make the change and save the record, then go to the Transfer Equipment screen and complete the transfer. **Do not try to update the equipment's profile accounting after completing a transfer; the system will process the transferred record improperly.**

To Transfer an Equipment Record

1. Query the **LFPC** and their equipment records.
2. Select the equipment records to be transferred by clicking in the small box at the end of each record or via one of the automated ways provided in the "Transfer Equipment From" box.

OR

Click the **[Replacement]** box to transfer all records when an LFPC is being replaced.

3. In the **Transfer To** section, enter the appropriate values for the transfer (i.e., LFPC, UNIT, and/or SUB UNIT, CITY, STATE, ZIP, AGENCY, ACCOUNTING CODE and DISTRIBUTION PERCENT). NOTE: For replacements, only the LFPC user id needs to be entered; all other fields will be locked, preventing entries.
4. Press the **[Transfer Records]** button. When the transfer is completed, you will receive a "Transfer Complete" message. You may also receive a message indicating that one or more records did not transfer because a previous action was made against the record and there is no RETURNED FM BANK date. An alert will be generated to the LFPC to notify him/her to monitor the record(s) and make the transfer once the RETURN FM BANK date is received. Equipment records that have been modified as a result of a transfer will contain an action code of T(ransfer of Equipment) in the LAST ACTION CODE field in the Fleet Card Setup screen.

You can view all the records you have just transferred as a group by selecting the **Fleet Card Setup** sub-option from the Fleet Card drop-down menu. Once the setup screen appears, press **[Find]**. In the **LAST ACTION CODE** field enter a "T" and press **[Find]** to query all transferred records. Only while the SENT TO BANK and RETURNED FM BANK fields are null will you be able to see the equipment records you have transferred. Use the scroll bar to the left to view each record. NOTE: T(ransfer of Equipment) is the only action that can be entered into the LAST ACTION CODE field.

PROFILE ACCOUNTING

The Fleet Profile Accounting screen allows you to modify the existing profile accounting associated with a piece of equipment. Any updates to this profile accounting screen will be reflected in the profile accounting on the Fleet Card Setup screen along with a "U" entered in the LAST ACTION REQUESTED field reflecting the update.

When you select the Profile Accounting sub-option under Fleet Card, the Profile Accounting screen appears.

Purchase Card Management System - [Profile Accounting]

07-FEB-2000 0

Profile Accounting

Tag/Equipment Number: A252274 Dept: 12 Agency: 11 Region: 01 Unit: 04 Sub-Unit: 00022 Voyager/Aviation Number: 86990179302756

| Agency | Station | Accounting Code | Distribution Percent | Total Percent |
|--------|---------|-----------------|----------------------|---------------|
| | 0104 | 901601 | 100 | 100 |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Tag/Equipment Number: Record: 1/1

8:03 AM

Querying Records

There are three ways to query profile accounting records:

1. When you first enter the Profile Accounting screen, it is already in query mode. Press **[Find]** to query the profile accounting for all pieces of equipment within your scope of responsibility.
2. Enter data in any one of the fields in the top region of the screen for a specific search and then press **[Find]**.
3. There is a list of values available for the TAG/EQUIPMENT NUMBER. Press **[Find]** and place the cursor in the TAG/EQUIPMENT NUMBER field and press the **[List]** button. The drop-down list appears, make a selection, and press **[OK]**. The screen will be populated with the data for that piece of equipment.

Updating Records

Once the accounting information is displayed on the screen, do one of the following:

1. If you need to completely change a line of accounting, place your cursor anywhere on that specific line and press **[Remove]**. That entire line of accounting is deleted. Type in the new line of accounting.
2. To change one of the four accounting fields, place the cursor in the field to be updated and type in the new information.

Use the following guidelines in updating each of the accounting fields:

- ♦ **AGENCY** (optional) – Enter a valid agency code or leave it blank. If this field is left blank, the agency code that appears in the top region of the screen will be used when validating the accounting classification code. If an agency code is entered, it will be used for validation.
- ♦ **STATION** (optional) – Enter a valid station (region + unit) or leave the default of four zeroes. For agencies that use a station, this will be used to validate the accounting classification code.
- ♦ **ACCOUNTING CODE** (mandatory) – Enter a valid accounting code and press **[Tab]**. As soon as **[Tab]** is pressed, the system will validate the code before advancing to the next field. For agencies using NFC's Central Accounting System (CAS), the code will be validated against the MASC table. For those using the Federal Foundation Information System (FFIS), the code will be validated against the FFIS table.
- ♦ **DISTRIBUTION PERCENT** (mandatory) – Enter a valid number from 1 to 100. This amount indicates the percentage of each transaction to be posted against the code.

3. After updating the appropriate fields, press **[Save]**.

FLEET TRANSACTIONS

The Fleet Transaction screens provide a summary of all transactions attached to a specific vehicle or piece of equipment along with the accounting charged. This includes transactions on cards that have been reported as lost or stolen. Use the Fleet Transaction sub-option to query fleet transactions or initiate a request to dispute a transaction.

When you select the Fleet Transactions sub-option under Fleet Card, the Transactions Details and Disputes screen appears.

Query on Card Trans

☐ Query By Date From Date To Date Sort Order **Ascending** **Query**

Card Transactions

| | Tag/Equipment No | Voyager/Aviation Acct No | Action Code | Merchant Name | Re No |
|----------------|------------------|--------------------------|-------------|--------------------------|-------|
| Dispute | A252274 | 86990179302756 | U | FAIRWAY GAS AND GROC 010 | 24- |
| Dispute | A252274 | 86990179302756 | U | NOON'S #430 047 | 24- |
| Dispute | A252274 | 86990179302756 | U | BDB G&G OF SALMON LC017 | 24- |

Transaction Accounting

| Agency Code | Acctg Station | Acctg Class Code | Treas Symbol | Object Class | Distribution Amount |
|-------------|---------------|------------------|--------------|--------------|---------------------|
| 11 | 0104 | 901601 | | 2614 | \$12.00 |
| | | | | | |
| | | | | | |

Record: 1/?

Query Transactions

Use one of the following processes to query transactions:

1. To query all transactions, press **[Find]**.
2. To query for specific transactions, enter data into any field under Card Transactions and press **[Find]**.
3. To query all transactions in a particular date range, press **[Find]** to bring up all transactions. Then, click the **QUERY BY DATE** check box. Enter a **FROM DATE**, **TO DATE**, and **SORT ORDER** (click the down arrow to change the sort order to descending, if desired). Then, press the **[Query]** button. All transactions meeting the requested date range will appear.
4. To query for a specific transaction in a particular date range, first follow the directions in #3 above, then press **[Find]**, enter data into any field under Card Transactions, and press **[Find]** again.

Viewing Transaction Details

Use the scroll bar to the left under Card Transactions to view all transactions. To view the transaction details for a specific transaction, place the cursor in any field of that transaction line under Card Transactions. Press the **[Trans Detail]** button in the upper left under Query on Card Trans. The Transaction Details screen appears displaying all the details received from the bank for that specific transaction. To return to the initial screen, press the **[Transactions]** button in the middle of the screen under Purchases.

- [Purchase Card Management System - [Transaction Details And Disputes Screen]]

Action Edit Block Field Record Query Fleet Window Help

Save Print Clear Form Find Insert Remove Clear Rec Edit List Help

Fleet Detail

| Time | Service Type | Odometer Reading | Product Code | Product Code Description | Fuel Sale Amount | Net Fuel Amount | State Motor Fuel Tax | Me Zip |
|-------|--------------|------------------|--------------|--------------------------|------------------|-----------------|----------------------|--------|
| 08:38 | S | 36226 | 01 | UNLEADED REGUL | \$13.50 | \$13.50 | \$0.00 | 00 |
| | | | | | | | | |
| | | | | | | | | |

Purchases

| Discount Amount | Product Description |
|-----------------|---------------------|
| | |
| | |
| | |

Transactions
Transactions
Transactions

Purchase Detail

| Tax Exempt Ind | Quantity | Unit Cost | Item Total | Commodity Description | Purchase Detail Description |
|----------------|----------|-----------|------------|-----------------------|-----------------------------|
| | | | | | |
| | | | | | |
| | | | | | |

Record: 1/1

Start [Icons] 8:05 AM

Dispute Transactions

To dispute a transaction, press the **[Dispute]** button next to the specific transaction listed under Card Transactions. The Transaction Disputes screen appears.

[Purchase Card Management System - (Transaction Details And Disputes Screen)]

Action Edit Block Field Record Query Fleet Window Help

Save Print Clear Form Find Insert Remove Clear Rec Edit List Help

Transaction Disputes

Tag/Equipment No: A252274 Merchant Name: BDB G&G OF SALMON L C01
 Voyager/Aviation Acct No: 86990179302756 Merchant City: SALMON
 Visa Account No: 0000281361 Reference No: 2448525924700000765

Amount: \$13.50 Dispute Date: 02-07-2000 Merchant Contact Date: Resolved Date:
 Dispute Code: Short Desc:
 Comments:

Fleet Trans

FRM-40350: Query caused no records to be retrieved.
 Record: 1/1

To complete the dispute request:

1. Enter the **DISPUTE CODE** (place your cursor in this field and press **[List]** for a listing of available values). Selecting a dispute code will populate the SHORT DESC field.
2. Enter the **MERCHANT CONTACT DATE**.
3. The **AMOUNT** field may be changed, if necessary.
4. Enter **COMMENTS** detailing the dispute.
5. Press **[Save]**.

When the dispute is resolved:

1. Query the transaction as discussed previously.
2. Press the **[Dispute]** button next to the transaction that was disputed.
3. Enter the **RESOLVED DATE**.
4. Update **COMMENTS**, as necessary.
5. Press **[Save]**.

Press **[Fleet Trans]** to return to the initial fleet transaction screen or press **Action>Exit** to return to the Main Menu.

SECTION III. OVERSIGHT TOOLS

USER MESSAGES

The User Messages screen features the alerts and statistical sampling oversight tools provided by PCMS for LFPCs to regularly monitor in order to provide oversight to fleet credit card accounts and purchases. For complete details on handling alerts and statistical sampling, refer to *Oversight Tools*.

When you select the User Messages sub-option under Fleet Card, the User Messages screen appears.

Querying Messages

There are five ways to query user messages:

1. When you access User Messages, the system will automatically query all unread messages for the LFPC user id that was used to log into PCMS.
2. To query all messages, read and unread, press **[Find]** twice.

3. To retrieve a specific message or group of messages, press **[Find]** and enter data into the TAG/EQUIPMENT NUMBER, REGION, UNIT, or SUB UNIT fields on the screen for a specific search and press **[Find]**.

There is a list of values available for the TAG/EQUIPMENT NUMBER. Press **[Find]** and place the cursor in the **TAG/EQUIPMENT NUMBER** field and press the **[List]** button. The drop-down list appears, make a selection, and press **[OK]**. The screen will be populated with the data for that piece of equipment.

4. To query Read or Unread messages only, press **[Find]**, change **MESSAGE STATUS** to **Read** or **Unread**, and press **[Find]** again.
5. To query statistical sampling messages, press **[Find]**. Enter **%Stat%** in the **MESSAGE** field and press **[Find]**. NOTE: Text in this field is case sensitive.

Reading Messages

User Messages detail the alerts and statistical samplings setup in PCMS to aid the LFPC in ensuring the accuracy of their cardholder accounts and to prevent fraud, waste, and abuse. Refer to *Oversight Tools* for details in responding to these messages.

After querying the messages, the scroll bar will become active if there is more than one message. Click on the scroll bar to the left of the NAME field to view each message. After responding appropriately to a user message, click the **[Down Arrow]** next to “Unread” in the **MESSAGE STATUS** field and select **Read**. Details of either a resolution to an alert or the confirmation of reviewing a statistical sampling must be entered in **COMMENTS**. Press **[Save]**.

To return to the PCMS Main Menu, select **Action>Exit**.

ALERTS

Since fleet transactions are not individually reconciled, PCMS creates and provides alerts to the LFPC to assist in preventing fraud, waste, and abuse. When the LFPC accesses their user messages, all unread messages will be automatically queried upon entering the screen. Carefully read each message.

PCMS provides the following alerts:

- ♦ A card has been identified as being reported lost or stolen to many times.
- ♦ Profiled accounting for a vehicle/equipment record is changed more than twice within a year.
- ♦ A transfer is attempted on a record without a RETURNED FM BANK date; the transfer will not take place. An alert will be generated to the LFPC to notify him/her to monitor the record and make the transfer once the record contains the RETURN FM BANK date.
- ♦ Purchases that exceed the transaction limits set up on the Fleet Card Setup screen for dollar amounts, gallons, and number of transactions per day.
- ♦ Charges to an aircraft for fuel other than product codes 26 and 27, which are AV gas and Jet Fuel for an aircraft card.
- ♦ Purchases from the same vendor, same day, same amount; could be duplicate charges.
- ♦ Storage charges for over 60 days.
- ♦ More than 2 transactions per day for vehicle card types only.
- ♦ More than 8 transactions per day for pool or equipment type cards.

- ◆ Any purchases made on a holiday.
- ◆ More than 1 transaction within 90 days on a fleet card for batteries or tires (product code 40).
- ◆ The total transactions made in one month exceed 10. The transactions should be sent to the LFPC for review as abnormal purchases needing specific review and validation.

For LFPC's responding to an alert message pertaining to a transaction, press **[View Transaction]**. The Transactions screen appears detailing the transaction in question. Closely review the transaction details. Press **Action>Exit** to return to the User Messages screen. Contact the card user, if necessary, to verify any discrepancies or to provide any additional information in order to resolve the alert. If further resolution is required, contact your AFPC.

If changes need to be made to the transaction in question, query the tag/equipment number associated with the transaction to retrieve the alert message. Press **[View Transaction]**. Make any updates to the Transactions screen as necessary and press **[Save]**. Press **Action>Exit** to return to the User Messages screen.

To close out the alert message in User Messages, change the **MESSAGE STATUS** to **Read**, enter details of the resolution to the alert in **COMMENTS**, and then press **[Save]**. NOTE: Comments must be entered in order to save the update to the user message.

NOTE: If alerts are not responded to in 30 days, the DFPC and/or AFHC will be notified.

STATISTICAL SAMPLING

At the User Messages window, when the "Selected for Statistical Sampling" message appears, press **[View Transactions]** from the data area. The Audit Stat Sampling Window appears detailing the specified transaction and requiring that you validate its authenticity.

Purchase Card Management System - [Audit Stat Sampling]

16-FEB-2000

Tag/Equipment No. **A252274** Dept **12** Agency **11** Region **01** Unit **04** Sub Unit **00022** Voyager/Aviation No. **86990179302756**

Date **10-06-1999** Amount **15.00** Merchant Name **FAIRWAY GAS AND GROC 01** Product Code Description

| Agency | Station | Accounting Code | Object Class | Dist. Amount |
|-----------|-------------|-----------------|--------------|--------------|
| 11 | 0104 | 901601 | 2614 | 15.00 |
| | | | | |
| | | | | |
| Total | | | | 15.00 |

☐ I verify that this purchase was made for official purposes.
☐ I verify the amount is accurate.
☐ I verify the item described is what was purchased.
☐ I verify the purchase was for the Tag/Equipment number listed.
☐ I reviewed this transaction with the vehicle operator.

Comments:

Cardholder's Name
Record: 1/1

Start | e | > | Grou... | Pur... | My C... | Contr... | Expl... | Over... | 3:02 PM

At the bottom half of the screen, check off each of the following statements as you verify all information related to this transaction:

- ☐ I verify that this purchase was made for official purposes.
- ☐ I verify the amount is accurate.
- ☐ I verify the item described is what was purchased.
- ☐ I verify the purchase was for the Tag/Equipment number listed.
- ☐ I reviewed this transaction with the vehicle operator.

Type comments to explain any information that cannot be verified in the **COMMENTS** field. This is an alphanumeric field with 210 positions.

After providing the information requested, press **[Save]**, then press **Action>Exit** to return to the User Messages screen. Change the **MESSAGE STATUS** to **Read**, enter details confirming your review of the transaction for statistical sampling in the **COMMENTS** field, and then press **[Save]**. NOTE: Comments must be entered in order to save the update to the user message.